



SCREENING & SUBMITTAL CHECKLIST

*NEW (Small) Multi-Family**

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Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Phone: (206) 684-8850
Hours: M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

*** Multi Family projects 3 stories or less of conventional wood frame construction, without structural irregularities.**

Project Number: _____ **MT Number** _____ **Date:** _____

Project/Site Address: _____

Applicant Name: _____

- ☐ **CAM 102 Small Business: Getting your Use and Building Permit** ☐ **Other CAMs:**
☐ **CAM 106 General Standards**

LU Screener (please initial) _____ **OS Screener (please initial):** _____

THIS CHECKLIST HAS BEEN PROVIDED TO ASSIST THE APPLICANT IN PREPARING A COMPLETE APPLICATION. COMPLETE APPLICATIONS CAN BE PROCESSED AND REVIEWED MORE EFFICIENTLY. PLEASE READ AND SIGN THE STATEMENT BELOW.

I verify that I am submitting all of the required submittals indicated, as appropriate to this project, on this checklist and I acknowledge that failure to submit all of these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant Signature: _____ **Date:** _____

~ PLEASE REFER TO THE STANDARDS FOR FURTHER CLARIFICATION ~

LAND USE CONSIDERATIONS (check zoning and overlays and refer to Land Use Code ofr specific development standards):

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Street/Alley Improvements	<input type="checkbox"/>	<input type="checkbox"/>	Plan on applying for Unit Lot Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Using sloping lot height bonus	<input type="checkbox"/>	<input type="checkbox"/>	Legal building site
<input type="checkbox"/>	<input type="checkbox"/>	Using front yard averaging	<input type="checkbox"/>	<input type="checkbox"/>	Project in Historical Review District or is a Historical Landmark
<input type="checkbox"/>	<input type="checkbox"/>	MUP/LBA/Short Plat Number (if any)	<input type="checkbox"/>	<input type="checkbox"/>	Administrative Design Review under Project No. _____
<input type="checkbox"/>	<input type="checkbox"/>	Project exempt from SEPA	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SEPA under Project No. _____	<input type="checkbox"/>	<input type="checkbox"/>	

CONSTRUCTION CONSIDERATIONS:

<input type="checkbox"/>	<input type="checkbox"/>	Height/Area/Type of Construction covered	<input type="checkbox"/>	<input type="checkbox"/>	Deep excavation at property line
<input type="checkbox"/>	<input type="checkbox"/>	Demolition is required	<input type="checkbox"/>	<input type="checkbox"/>	Tenant Relocation is required
<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler or 2-hr separation required	<input type="checkbox"/>	<input type="checkbox"/>	Accessible units required
			<input type="checkbox"/>	<input type="checkbox"/>	Ventilation (garage, corridor)

OTHER CONSIDERATIONS:

<input type="checkbox"/>	<input type="checkbox"/>	Application meets CAM 106	<input type="checkbox"/>	<input type="checkbox"/>	In Shoreline – see Index 15
<input type="checkbox"/>	<input type="checkbox"/>	In ECA – see Index 13	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater, Grading & Drainage – see Index 14

TYPE OF PLANS TO BE SUBMITTED – stamped by appropriate licensed professional(s)

Req	Prov		Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Coversheet for each set of plans	<input type="checkbox"/>	<input type="checkbox"/>	Shoring Plans and details (see Index 14)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Architectural and Structural notes	<input type="checkbox"/>	<input type="checkbox"/>	Engineered Civil drainage and Stormwater Control Plan (for over 5,000 sq. ft. of new or replaced Impervious surface
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Land Use notes	<input type="checkbox"/>	<input type="checkbox"/>	Topographic survey with 2' contours If within 2' of height limit or using Sloping lot height bonus
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plot/Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	DPD Standard Construction Stormwater Control Plan (for less than 5,000 sq. ft. of new or replaced impervious surface.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building ID Plan			
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Survey (In comments section below, specify criteria for survey)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plan(s)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Elevations			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foundation Plan(s)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Framing Plan(s)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building cross sections			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction details			

ADDITIONAL SUBMITTALS:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pre-Application Site Visit Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gravity Loads Calculations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lateral Calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Target UA or Systems Analysis if not using prescriptive Energy Compliance Path
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Request for Water Availability Certificate	<input type="checkbox"/>	<input type="checkbox"/>	No Protest Agreement (Covenant Consenting to Formation of a Local Improvement District)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Financial Responsibility Form	<input type="checkbox"/>	<input type="checkbox"/>	Special Inspection Form
<input type="checkbox"/>	<input type="checkbox"/>	Copy of recorded Short Plat/LBA	<input type="checkbox"/>	<input type="checkbox"/>	Equipment Sizing Form for each unit
<input type="checkbox"/>	<input type="checkbox"/>	Legal Building Site letter	<input type="checkbox"/>	<input type="checkbox"/>	Contractor Disclosure Form
<input type="checkbox"/>	<input type="checkbox"/>	Construction Agreement or Temporary Shoring			
<input type="checkbox"/>	<input type="checkbox"/>	Soils Report			
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Agent Authorization			

NUMBER OF PLANS REQUIRED:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 sets	<input type="checkbox"/>	<input type="checkbox"/>	Extra Plot/Site Plan for Seattle Transportation if street improvements
<input type="checkbox"/>	<input type="checkbox"/>	3 additional for Shoreline			
<input type="checkbox"/>	<input type="checkbox"/>	1 additional for ECA			
<input type="checkbox"/>	<input type="checkbox"/>	1 additional for SEPA			

COMMENTS:
